

# Brooke Hill Academy Trust Coronavirus Risk Assessment

<b>School Name:</b> Brooke Hill Academy Trust			<b>Date Assessed:</b> 23 <sup>rd</sup> November 2022			<b>Assessed by:</b> Kerry Gray						
<b>Task/Activity:</b> From T2 – 23 <sup>rd</sup> November 2022						<b>Reference Number:</b>						
			Risk rating before implementing control measures			Risk rating after implementing control measures						
Activity/Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place			Likelihood (1-5)	Severity (1-5)	Risk/Priority	Additional Controls Measures Required
Term 2 - updated guidance from 23 <sup>rd</sup> November 2022	Transmission of COVID -19	All staff, children and visitors, contractors				<p>To prepare for this we will review and update this risk assessment in line with the steps in the Governments road map, we will follow the systems of recommended controls to minimise the risk of infection.</p> <p>We have a contingency plan in place for outbreaks in any of our schools or changes in Local or National restrictions.</p> <p>We will communicate any changes in our processes to parents.</p> <p>This risk assessment outlines the sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk in all of our schools to the lowest reasonably practicable level.</p>			5			<p>The risk assessment will be regularly reviewed to ensure that it is effective and working as planned.</p> <p>We will follow all Department of Health and Social Care (DHSC) and Public Health Guidance to continually revise our risk assessment.</p> <p>The risk assessment will be communicated to all staff and be available to view on all of the school websites.</p> <p>We will follow public health advice on testing, self-isolation and managing confirmed case of COVID-19</p>

					<p>If children test positive for Covid-19 they should remain at home, but can return to school 3 days after a positive test, even if they are still testing positive. Children must be feeling well enough to attend school and must not have a high temperature. If after 3 days they continue to feel unwell or have a high temperature they should remain at home until well enough to return.</p> <p>If an adult aged 18+ tests positive for Covid-19 they should remain at home, but can return to work 5 days after a positive test, even if they are still testing positive. They must be feeling well enough to return to work and must not have a high temperature. If after 5 days they continue to feel unwell or have a high temperature they should remain at home until well enough to return.</p> <p>Pupils and Staff should follow public health advice on when to self-isolate , they should not come to school if they have had a positive test result as per the above guidance.</p> <p>If anyone in the school develops COVID -19 symptoms however mild they should go home and follow Public Health advice.</p>				We are following all the latest information on Omicron the COVID variant and are keeping the situation under review .
Staffing Levels on re-opening all Schools	Not having sufficient staffing levels to maintain legal requirements	Staff and children			<ul style="list-style-type: none"> <li>• These are the key roles we need every day: <ul style="list-style-type: none"> <li>○ A member of our <b>SLT</b></li> <li>○ Enough <b>teachers and/or teaching assistants</b> (see below)</li> <li>○ A <b>first aider</b> (We have children aged between 2 and 5 on site, so we must have a <b>paediatric first aider</b> on-site unless coronavirus restrictions prevent us from meeting this requirement –</li> <li>○ A <b>DSL</b> (or deputy DSL) – though, if necessary, they could just be available for staff to contact via</li> </ul> </li> </ul>	1	5		

						<p>phone or online video rather than on site. We will also be able to share DSLs (or deputies) with other schools if needed.</p> <ul style="list-style-type: none"> <li>○ How many teachers and/or teaching assistants we need for the number of pupils we have</li> <li>○ Early Years Foundation Stage (<b>EYFS</b>) or <b>KS1 children</b> – we will meet the normal ratio requirements, unless coronavirus restrictions during the national lockdown mean we can't meet these requirements</li> <li>○ Where we have children in <b>other Key Stages</b>, there are no ratio rules in place</li> <li>○ For our <b>children with EHC plans</b> that set out required ratios, we will meet these as usual</li> <li>○ Teaching assistants can supervise children and deliver lessons, so long as we are satisfied they're competent enough to do so</li> <li>○ We will be running extended provision for pupils attending school, like breakfast and after-school clubs, and the usual contracted staff for these roles will be deployed.</li> </ul> <p><b>If we don't have enough staff due to COVID or other illness reasons we will</b></p> <p>Speak to our local health protection team for advice. If we are told we need to temporarily stop our on-site provision, we will inform our local authority (LA) and</p>				
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						discuss alternative arrangements for our vulnerable children and children of critical workers.				
Classroom set up and wider school activities including assemblies mixing and bubbles.	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors Volunteers				Government Guidance for Schools was withdrawn in April 2022.				
Normal school day	Rise in local infections and requirement to step up COVID measures	Employees, pupils, visitors, contractors				<p>Our local outbreak measures cover the need to step up and down our management and operation of the schools.</p> <p>We would review our previous risk assessments and look at what measures we used previously and what would be appropriate to apply on this occasion.</p> <p>We would implement this for the shortest period of time so that we have the least detrimental impact on education.</p> <p>Any requirement to step up measures would be agreed with the SLT and the Trustees.</p>				Control measures will be revised and updated if there is any change to the government guidance.
Measures elsewhere	Contact with persons suffering from coronavirus	Clinically extremely vulnerable children				Government Guidance for Schools was withdrawn in April 2022.				<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Control measures will be revised and updated should government guidance be released.</p>

Delivering remote education safely	Child protection and staff safety	All participants			<p>Government guidance for Schools was withdrawn in April 2022,, however we maintain the capacity to deliver high- quality remote education if this is needed in future should a Covid-19 outbreak emerge.</p> <p>Keeping Children safe on line is essential. The statutory Guidance Keeping children safe in education provides the information on what we do to keep protecting our pupils on line.</p> <p>All staff will have received copies of KCSIE Part 1 for School staff from September 2021.</p> <p>Our Remote education and how we deliver this during COVID-19 is published on each of the school websites.</p>				Keeping children safe in education 2021
Wrap-around care	Group sizes	Employees Pupils Contractors Visitors Volunteers			<p>Government guidance for Schools was withdrawn in April 2022.</p>				<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p><a href="https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update">https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</a></p> <p>Control measures will be revised and updated should government guidance be released.</p>
Physical Education/indo or and outdoor performances Educational visits	Group activities	Employees Pupils Contractors Visitors Volunteers			<p>Government guidance for Schools was withdrawn in April 2022.</p>				

Working in the school	Contact with persons who may have been exposed to coronavirus	Employees Pupils Contractors Visitors Volunteers				<p>Employees or pupils who are suspected to have coronavirus are to self-isolate in accordance with the government guidance and can return after 3 days (child) or 5 days (employee) following a positive test result should they be well enough to do so.</p> <p>We will not request evidence of negative test results or other evidence before allowing back into school.</p>				<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/guidance/travel-advice-novel-coronavirus">https://www.gov.uk/guidance/travel-advice-novel-coronavirus</a></p> <p>Control measures will be revised and updated should government guidance be released.</p>
Working in the school	Contact with packages (food, stationery, post deliveries) or items handled by persons who may have been exposed to coronavirus	Employees Pupils Contractors Visitors Volunteers				<p>Government guidance for Schools was withdrawn in April 2022.</p>				
Working in the school	Disposal of waste that may be contaminated by a coronavirus sufferer	Employees Pupils Contractors Visitors Volunteers				<p>Government guidance for Schools was withdrawn in April 2022.</p>				
Working in the school	Contracting and spreading of infection – personal hygiene – lockdown further measures	Employees Pupils Contractors Visitors Volunteers				<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> <li>• Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>• Put used tissues in the bin straightaway.</li> <li>• Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> </ul>				

Working in the school	Welfare Hand-contact points Poor hygiene and welfare conditions leading to staff discomfort or illness	Staff Visitors Delivery drivers Pupils Volunteers				Government guidance for Schools was withdrawn in April 2022.  However, toilets continue to have a regular supply of hot and cold water complete with soap and towels.  Hand sanitiser still available at locations throughout school.  Kitchen area to have a safe supply of mains cold water.				
Working in the school	Infection control	Staff Visitors Delivery drivers Pupils Volunteers				Government guidance for Schools was withdrawn in April 2022.  Use of PPE is no longer required, however a small stock of facemasks are still available in school.				
Working in the school	Contact with delivery drivers / contactors to site / supply teachers	Staff Visitors Delivery drivers Pupils Contractors Supply teachers Volunteers				Government guidance for Schools was withdrawn in April 2022.				
School Workforce	Extremely Clinically vulnerable staff latest COVID advice	All staff who may be in this category				Government guidance for Schools was withdrawn in April 2022.				

NHS Track & Trace from the 19/07/2021						Government guidance for Schools was withdrawn in April 2022.			
Face coverings in education and circumstances where face coverings should be worn.	Updated pandemic advice April 2022	All school staff				<p>Government Guidance for Schools was withdrawn in April 2022</p> <p>As part of this step it has been determined that it is no longer necessary to wear face coverings in classrooms or communal areas by pupils.</p> <p>Face coverings no longer need to be worn by staff in classrooms.</p> <p>The reintroduction of face coverings for staff may be advised for a temporary period in response to localised outbreaks, including variants of concern.</p> <p>In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.</p> <p>The main benefit from a transparent face covering is that they can aid communication, for example enabling lip-reading or allowing for the full visibility of facial expressions, but this should be considered alongside the comfort and breathability of a face covering that contains plastic, which may mean that the face covering is less breathable than layers of cloth.</p> <p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of</p>			



						<p>virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <p>The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do are exempt from any recommendation to wear face coverings in education and childcare settings.</p>				
Term Time Holidays /Pupils who are abroad /Travel and Quarantine	Persistent absence /missing education	Children				<p>As usual, parents should plan their holidays around school breaks and not take their children out of school on holiday during term time. Where a parent wishes to take their child out of school for whatever reason, the onus is on them to apply for a leave of absence and demonstrate why they believe the circumstances are exceptional. Schools make decisions on granting leave of absence, but will not normally do so for a holiday.</p> <p>School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.</p> <p><b>Travel and quarantine</b></p> <p>All pupils travelling to England must adhere to government travel advice and parents should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.</p>				

## Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

## Review Record

Date of Review	Confirmed by	Comments
05/11/2020	SLT	Reviewed in relation to the latest DfE and government guidance released 01/11/2020
04/01/2021	SLT and Trustees	<p><b>Reviewed in relation to the latest DfE and Government guidance and in consideration to “S.44 and S.100 of the Employment Rights Act 1996”, we consider that all 3 schools whilst following the guidance and the risk assessment are safe to open .The Government’s position appears to be that primary schools should continue to open on (Monday 4<sup>th</sup> January 2021). The trustees are closely monitoring the national and local situation and are comfortable with the current arrangements across the trust to open all 3 schools, this will be reviewed weekly or if things change significantly.</b></p>
01/02/2021	SLT and Trustees	<p>Review of the risk assessment, following advice from the DfE re the new COVID variant it is advisable for all staff to wear a Visor in school whilst in the classroom and a Visor and Mask when in any other area of the school or outside.</p> <p>All 3 schools are now offering COVID-19 Lateral Flow Self Testing kits to all staff.</p> <p>All school risk assessments in areas not covered by this COVID risk assessment will be reviewed when it is reasonable and practicable to do so, it has been noted by the Trustees and we will keep this under review.</p>
05/02/21	Track & Trace QR Posters	Each school is now set up with the QR posters and all visitors to each school with use the NHS App to scan the poster on arrival.
23/2/2021	SLT	Reviewed in relation to the latest DfE and government guidance on 22/2/2021
25/03/2021	SLT	Reviewed in relation to the latest DfE and government guidance on 25/3/2021
30/04/2021	SLT	Reviewed in relation to the latest DfE and government advice on 30/04/2021 , however we have decided as a school BHA that we are still not in a position to have external Music Teachers and Sports Coaches in the school and we will keep this under review during Term 5

11/05/2021	SLT	Reviewed in relation to the latest government advice from the 17 <sup>th</sup> May 2021 and the advice that applies to face coverings by staff in schools.
10/06/2021	SLT	Reviewed in relation to the latest government advice, each school is now allowing some external providers in to offer sports sessions and music lessons and this will be kept under review during Term 6. Any changes to COVID restrictions locally or nationally will be reviewed and the risk assessment amended as necessary.
23/09/2021	SLT	Reviewed no changes necessary
29/11/2021	SLT	Reviewed in response to New COVID variant Omicron. Additional measures response reviewed and all 3 schools to revert back to mask wearing in community areas , visitors and school Christmas activities to be kept under review against latest advice and local situation.
03/12/2021	SLT	Reviewed and decided that each school would not have parents in to watch the nativity plays due to the rise in COVID and concerns around the new variant, Parents informed of this decision through a letter sent to all via parentmail.
04/01/2022	SLT	Reviewed with the SLT on 03/01/2022 latest measure is in red on the risk assessment re changes to self-isolation rules. All other measures remain as they were and the risk assessment will continue to be reviewed in line with the latest advice.
19/01/2022	SLT	South Witham Academy are now following the additional COVID-19 guidance for educational settings mitigation measures and contingency planning released by Lincolnshire County Council 17/01/2022. Guidance will also be followed at all schools re enhanced measures for multiple cases.
23/11/2022	SLT	Reviewed Risk Assessment following the removal of government guidance for schools in April 2022. Change to the isolation period for children and employees to 3 and 5 days respectively.

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date
